

# **Commonwealth of Virginia Private Security Services Advisory Board**

**June 11, 2002**

## **Quarterly Meeting Minutes**

Held at the Cardinal Criminal Justice Academy in Salem, Virginia.

At approximately 10:00 a.m. Vice Chair Mary Kay Wakefield, called the meeting to order for the Private Security Services Advisory Board (PSSAB).

**Attendees:**

Mary Kay Wakefield, Vice Chair, John Seay, Secretary, Brent Fortner, R. Stephen Martin, Steven Masterson, Peronneau Brown Robertson, Jr., Robert Shuster and Clyde Sparks.

**Absent:**

Joyce Monaghan, Chair, Lynn Herring and Lt. Paul Midgett.

**Opening remarks:**

Vice Chair Wakefield thanked the Cardinal Criminal Justice Academy for hosting the PSSAB meeting.

Ms. Wakefield announced that on July 1, 2002 there would be three new PSSAB board members. Ms. Debra A. Aylward, Private Investigative Representative, Mr. Dennis A. VanDuzee, Electronic Security Business Representative and Mr. Sean D. Creamer, Private Security Business Representative.

Ms. Wakefield acknowledged the three out going members Joyce Monaghan, Lynn Herring and John Seay for their dedication, contributions and professionalism during their term as board members.

**Approval of Minutes:**

Minutes for the December 4, 2001 Private Security Services Advisory Board meeting were reviewed. A motion was made by Mr. Robertson and seconded by Mr. Sparks to approve the minutes. Minutes were unanimously approved.

Minutes for the March 5, 2002, Private Security Services Advisory Board meeting were reviewed. A motion was made by Mr. Martin and seconded by Mr. Sparks to approve the minutes. Minutes were unanimously approved.

**Committee Reports:****Legislative Committee Report:**

None.

Ms. Wakefield is deferring appointment of the Legislative Committee Chair until the new PSSAB chair is elected.

**Reciprocity Committee Report:**

None.

Ms. Wakefield informed the PSSAB that the Department of Criminal Justice Board approved the reciprocity agreement with the state of Georgia as it relates to Private Investigators.

**Fees Committee Report:**

Mr. Robertson, Jr. stated that he would hold a meeting after the draft regulations are published.

**Training Committee Report:**

None.

Ms. Wakefield stated she believes that the training committee has suspended meetings until they have an opportunity to review the Job Task Analysis report.

**Special Events Security Committee:**

Mr. Fortner stated that the Special events issues are being referred to Job Task Analysis.

**Proprietary Security Committee Report:**

Mr. Fortner stated that the Proprietary Security Committee meeting is set for August 19, 2002 at 10:00 a.m. in Richmond, Virginia. Mr. Fortner stated at a later date that he would notify interested parties of the location.

**Unfinished Business:**

None.

## **DCJS Report:**

Report from Mr. Leon Baker, Section Chief for Private Security Services:

- Mr. Leon Baker is not resigning from the Installation Quality Board ( IQB) and will be conducting IQB business via telephone conferences.
- DMV is absorbing the cost of identification photos until fiscal year 2004. When the DCJS resumes payments to DMV there may be a modest one-dollar increase for the photo identification cards.
- Mr. Baker distributed and reviewed legislation changes that have an impact on the Private Security Services for 2002 and 2003.
- As of May 2002, the fiscal report indicates that Private Security Services (PSS) has spent \$84,497 less than the previous year. Revenue is up since last year by \$178,188 with \$55,000 going to the Virginia literary fund. Currently there is a \$125,000 monthly surplus.
- The proposed regulations will have an increase in fees.
- The General Assembly passed a one-time bonus for classified employees or an option of vacation that will be absorbed by PSS.
- PSS is continuing to review the financial spreadsheets for adjustments.
- PSS has lost one investigator, two part-time employees and a third part-time employee has resigned effective as of the end of July, 2002. Mr. Baker feels that there is a need for more than three full time investigators to cover the Commonwealth of Virginia.

Board comments:

Mr. Fortner confirmed that PSS has a \$100,000 to a \$125, 000 surplus at the beginning of each month and that the fee increase would be reviewed during the proposed regulations. Ms. Wakefield confirmed that DMV has had an impact for the monthly surplus. Mr. Masterson wanted assurance that the board would have plenty of time to review any fee increases. Mr. Baker stated with the proposed regulation that the board would have ample time to review the fee structure. The Board requested that DCJS staff take over the duties for documentation of the PSSAB minutes.

Report from Ms. Lisa Hahn, Deputy Section Chief for Private Security Services:

Ms. Hahn reviewed the results of the Job Task Analysis and its recommendations for Security officers (armed and unarmed) and Private Investigators. There would be an increase in hours of training for unarmed security officers from 16 hours to 24 hours. Armed security officers would increase from 24 hours of training to 40 hours of training. Private Investigator's training would remain at 60 hours, but the curriculum and training time allocation would change. In several years, there may be standardized testing which could be administered at DMV sites. Ms. Hahn believes that Private Investigators would be first to have standardization testing due to their receptiveness. (Note: The presentation is on the DCJS website.)

Ms. Hahn provided a timeline for the regulatory review process and provided our plans for the Annual Private Security Conference. The conference will be held October 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup>, 2002 at the Ramada Plaza Resort, Virginia Beach, Virginia.

Ms. Hahn distributed a pamphlet that Investigator Burt Walker developed for the purpose of informing citizens in the Commonwealth of Virginia about purchasing electronic security systems for residential and businesses.

Ms. Hahn stated that she is developing an annual report which will hopefully be presented at the October PSS Conference.

#### **Public Comment:**

Mr. Dale Gouldman stated that he represents several proprietor companies for the Central, Tidewater and Northern Virginia areas. Mr. Gouldman stated that the following companies are not all-inclusive but consist of Capital One, Circuit City, Wachovia Bank, Trigon and Phillip Morris. Mr. Gouldman's group is opposed to incorporating proprietary security companies into the Code of Virginia and the regulations as it relates to private security services. Mr. Gouldman stated that it would create an undo hardship cost and potential for liabilities.

#### **Board Comment:**

Mr. Robertson stated that the Proprietary Security Committee has invited this group to the meeting set for August 19, 2002.

Mr. Seay asked Mr. Gouldman why this group is opposed to becoming regulated? Mr. Gouldman's replied that training exceeds DCJS requirements and propriety is job specific. For propriety companies to be included to DCJS there is a possibility that the quality of training would be reduced. Contract personnel may replace propriety personnel. Mr. Gouldman stated that at a later date they would be able to forward details for their opposition. Mr. Seay also asked if Mr. Gouldman's company fingerprinted security employees. Mr. Gouldman's replied "no".

Mr. Jeff Haykin from Wachovia Bank concurred with Mr. Gouldman.

Ms. Deborah Aylward, representing the Private Investigators Association of Virginia, stated that their organization is working with DMV to get 24 hour-7 day access to DMV Virginia Provider Network. To be granted access, the compliance agent has to have a user agreement. Ms. Aylward congratulated the PSS staff for the Electronic Security pamphlet they developed and

would like to see one for Private Investigators. Ms. Aylward is looking forward to serving on the PSSAB.

### **New Business:**

Mr. Seay suggested that during the regulation review process, the board create a committee to look at clarifying the duties of PSSAB. Mr. Baker made the suggestion that a policy and procedures manual would best clarify the duties and responsibilities of the board. No motion was made. Ms. Wakefield did not want to initiate a committee and deferred that decision to once a new Chair was elected.

Mr. Seay made a motion seconded by Mr. Shuster that the elections for chair and vice chair be suspended until the next PSSAB meeting. A vote was taken and it was passed 6 to 2. (Voted - yes – Mr. Seay, Secretary, Mr. Fortner, Mr. Martin, Mr. Masterson, Mr. Robertson Jr. and Mr. Shuster. Voted no – Ms. Wakefield and Mr. Sparks.)

### **Next PSSAB meeting**

Ms. Wakefield stated that the next meeting will be held during the PSS conference on October 8, 2002 at 9:00 a.m. in Virginia Beach, Virginia.

### **Announcements:**

None.

### **Adjournment:**

With no further business, Mr. Sparks made a motion to adjourn and Mr. Martin seconded it. Unanimously approved.

### **Attachments:**

June 11, 2002 - Quarterly Meeting Agenda  
June 11, 2002 - Sign in Sheet  
June 11, 2002 - Public Comment Sheet